United Nations ST/SGB/2007/12

Secretariat

1 December 2007

Secretary-General's bulletin

HIV/AIDS in the Workplace Orientation Programme

The Secretary-General, for the purpose of further raising basic HIV/AIDS awareness among United Nations Secretariat staff members in line with the policy on HIV/AIDS in the workplace (ST/SGB/2003/18), promulgates the following:

Section 1
Purpose

The purpose of the present bulletin is to establish that the HIV/AIDS in the Workplace Orientation Programme is now mandatory for all staff.

Section 2
HIV/AIDS in the Workplace Orientation Programme

2.1 The HIV/AIDS in the Workplace Orientation Programme was developed in collaboration with United Nations system organizations. It aims to assist staff members in making informed decisions on HIV/AIDS-related issues. The Programme introduces a booklet entitled *Living in a world with HIV and AIDS: information for employees of the United Nations system and their families*, which can be downloaded from http://unworkplace.unaids.org/ and covers essential HIV/AIDS-related information concerning transmission, prevention, care and treatment. Additionally, the booklet provides information about the United Nations policies, initiatives and services related to HIV/AIDS in the workplace. It also promotes a culture of tolerance and understanding with regard to the HIV/AIDS pandemic and people living with and affected by HIV/AIDS.

2.2 New York-based staff members may obtain further information from the Staff Counsellor's Office. Staff members in offices away from Headquarters should contact their local learning managers.

Section 3
Implementation

3.1 All staff at all levels are required to participate in the HIV/AIDS in the Workplace Orientation Programme. Upon successful participation, a certificate of completion is issued, which shall be retained by the staff member and a copy placed in his or her official status file.

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3.2 Heads of departments and offices are responsible for ensuring that they, their staff and others who are under their responsibility participate in the HIV/AIDS in the Workplace Orientation Programme.

Section 4
Final provisions

The present bulletin shall enter into force on 1 December 2007.

(*Signed*) **Ban** Ki-moon
Secretary-General